

Mount Carbon Elementary



Mining the Precious Gems of Knowledge

Student and Family Handbook

Updated: July 2026

12776 W. Cross Avenue
Littleton, CO 80127

SCHOOL: 303.982.7900
FAX: 303.982.7901
ATTENDANCE: 303.982.7890

SCHOOL HOURS: 7:45 am - 2:35pm
SCHOOL MASCOT: The Miners
SCHOOL COLORS: Copper and Silver

www.mountcarbonelementary.com

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About Our School

The original Mount Carbon School was one of four schools built in the late 1890s: Lakeview, Midway, Montana and Mount Carbon. When the Bear Creek area consolidated in 1920, these schools became the C-1 district with 311 students enrolled and 16 teachers. The original Mount Carbon School is the only structure of the four still standing. It is now a residence, located 1.5 miles west of Kipling Street on Hampden Avenue.

Mount Carbon is also the name of a knoll located northwest of Simms and Highway 285 and is part of Bear Creek Lake Park. Students attend Mount Carbon Elementary from preschool through fifth grade. The school is in the Summit Ridge Middle and Dakota Ridge High School attendance area.

Mission Statement

As a collaborative Mount Carbon community, we inspire all children to embrace learning. Together we create a strong academic, social and emotional foundation; ensuring every child will be prepared for his or her future.

Jeffco & Mount Carbon Values

Belonging: In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued. **At Mount Carbon**, students have myriad ways to engage in meaningful activities, clubs, and leadership opportunities. Students, staff and families alike, enjoy the safety of a school community committed to ensuring all stakeholders are welcomed and appreciated.

Equity: In Jeffco, not all students, staff and families are starting from the same place nor do they need the same things to reach their fullest potential. We view individual differences as assets to be leveraged as we help all students thrive. **At Mount Carbon**, we recognize and celebrate the unique talents, strengths and skills of students and staff. Building upon and sharing individual strengths and experiences is a schoolwide commitment.

Excellence: In Jeffco, we aspire to be a world-class school district which requires us to inspire one another to make an impact, focus on solutions, maximize our partnerships, and hold ourselves accountable for successful outcomes for all students. **At Mount Carbon**, staff excel at ensuring grade-level standards and 21st century skills are paramount for each lesson and unit of study. Students are afforded every opportunity to work collaboratively, engage in challenging work and gauge their own learning progression and achievement.

Focus on Students: In Jeffco, we make decisions and measure outcomes based on how well we serve our students. We exist to help students succeed and act with intensity to give our students the education they need and deserve, today. **At Mount Carbon**, a focus on students includes making sure students have agency and ownership. Each student has a unique learning profile which means we strive to help every student recognize their current level, next steps for success and methods for goal-setting, reflection and self-advocacy.

Integrity: In Jeffco, acting with integrity creates honesty, trust, responsibility, and a spirit of transparency. It is a constant commitment to do the right thing for our students, staff, families, and community. **At Mount Carbon**, students are expected to be empathetic and to own their actions. Leading with flexibility and integrity, as well as demonstrating safety and respect, are other hallmarks of our student experience.

Parent Teacher Association (PTA)

Advocating for and Working with Students

The Mount Carbon Elementary School Parent Teacher Association (PTA) offers all parents and caregivers the opportunity to be engaged in their child's educational experience so they can reach their full potential. Being a member of PTA means that you are part of a group that is focused on programs and events to strengthen your child's education and the family-school partnership.

No matter how you decide to PTA, it's all an investment in your child. PTA to support your child's teachers and curriculum. PTA to advocate on the issues impacting your child. PTA to build a stronger, more diverse and inclusive school community. Visit the Mount Carbon PTA site to learn more about opportunities for involvement: [Mount Carbon PTA](#)

Parent Advisory Committee (PAC)

Assessing the Needs and Setting the Goals

The Parent Advisory Committee (PAC) is a collaborative decision-making group committed to improving the quality of education at Mount Carbon that includes parents, community members, staff, administrators and, sometimes, students. This process includes formulating high but achievable goals based on identified needs, implementing plans to achieve these goals and evaluating the success of the plans. Goal setting, planning, measurement and reporting process is mandated by the Colorado Department of Education and includes such topics as achievement, graduation and attendance rates, budget prioritization, standards and proficiencies and school environment and discipline. The Parent Advisory Committee (PAC) holds evening meetings, which are open to all parents and community members.

Nondiscrimination Policy

The Jefferson County School District does not discriminate on the basis of race, color, religion, sex, national origin or age in its programs and activities. The following department has been designated to handle inquiries regarding the nondiscrimination policies: Personnel Services, 1829 Denver West Drive, Building #27, Golden, CO 80401

Instructional Program Highlights

Differentiation Services and Opportunities: ACCELERATION and MTSS

Mount Carbon offers programs and staff to serve students with a wide range of special academic, language, physical, motor and/or social-emotional needs. A continuum of special services are available to benefit all students attending our school. We provide a quality, needs-based instructional program by utilizing all our resources including special education staff members and educational assistants. These teachers work together with classroom teachers, caregivers and community resources to maximize the learning environment for every student.

Mount Carbon offers extended learning opportunities by participating in the formal identification of students who need differentiation to address higher-level thinking skills and strengths in targeted areas. As Mount Carbon teachers continue to challenge all students and hold them to high expectations, they will address the broad spectrum of students' learning styles found in every classroom.

Should a staff member identify an area of ongoing struggle for a student, a team will begin a **Multi-Tiered Support Service (MTSS)** review and plan. Engaging in MTSS ensures a student will be considered for additional support as needed. The team reviews academic and social-emotional strengths and needs before determining how best to provide targeted, timely and measurable support. [Learn more about Jeffco's definition of MTSS.](#)

Homework + Grade Level Expectations

Homework extends opportunities beyond the confines of the school day. Homework fosters good study habits, develops positive attitudes toward school and communicates the idea that learning takes place at home too.

Parent involvement in homework should be kept to a minimum. Parents should help "facilitate" homework by providing the time, space and support each child may need. The purpose of homework is for practice, preparation and elaboration. Teachers will work with students on appropriate strategies for time management and organization for successful completion of homework.

Please refer to this document for more detailed, grade-level specific information which explains how Mount Carbon partners with families and students to ensure students are ready for the next grade level: [Moving Up!](#)

Technology

We integrate technology into the daily routine: as a tool to access information, create multimedia presentations, establish communication outside our school and combine higher level thinking skills with real world products. Our mission is to prepare students for their future and technology will enhance the learning of students at all ability levels. This aligns with [Jeffco's Digital Citizenship & Wellness](#)

Mount Carbon uses the ISTE technology standards, which are designed to empower students and ensure that learning is a student-driven process.

- ◆ First through fifth grade students participate in Jeffco's TechforEd program. Students will receive a Jeffco provided Chromebook at the beginning of first grade. They will utilize this Chromebook until 5th grade, when they will receive a new device.
- ◆ Kindergarten students are also part of the Jeffco TechforEd program but they will receive one device for every three students. While we have available school devices, we will supplement TechforEd devices in the kindergarten classroom.
- ◆ Kindergarten, First grade and Second grade leave their devices at school during the school year. First and Second grade students will take their device home over the summer.
- ◆ Third through fifth grade students bring their devices home daily to complete work and charge their device so it is ready for learning.

Art, Music and Physical Education (AMP)

Research has shown a strong arts program can improve overall academic performance and enhance the development of abstract thinking skills. The arts are essential to the healthy development of children's minds and spirits. In ways the other disciplines cannot, the arts help children develop hard-to-teach skills like intuition and imagination. They also foster self-discipline, self-esteem, and, of course, creativity. Mount Carbon offers instruction in Art, Music & Physical Education.

Music: Music history, theory, vocal development, participation, performance and student demonstrations provide opportunities to share growth and ability. Instrumental Music classes are offered to 5th graders during the school day. Find more information here: [Music Education ~ CDE](#)

Art: The six standards for the Jefferson County visual art program are: *Application, Perception, Communication, Heritage, Aesthetics & Transfer of Knowledge*. Find more information here: [Visual Arts Education ~ CDE](#)

Physical Education: Fundamental skills development is the focus of the PE program. These skills can be used for a lifetime of recreational activities promoting fitness and well-being. Good health, fair play and sportsmanship will also be stressed throughout the year. Students should wear comfortable clothing and tennis shoes on gym days. Find more information here: [Physical Education ~ CDE](#)

Special Activities

Student involvement is a priority at Mount Carbon.

Student Forum: Student Forum is a service group composed of elected representatives from classrooms. While teachers serve as advisors for the group, students are responsible for planning and implementing a variety of activities providing service to the school and community at large. Weekly meetings are held to conduct business and carry out planned activities. Representatives communicate regularly with their own classrooms and report to primary grade classes regarding Student Forum's projects.

Field Trips: Field Trips are scheduled throughout the year to enhance curriculum. Permission slips are sent home informing families about each activity and associated costs.

Extracurricular Activities, Clubs & Classes: Providing students with a variety of enrichment opportunities remains important to our school community. Whether through staff-led groups or programs hosted on campus after school, we strive to ensure our students have access to a diverse range of meaningful and engaging activities beyond the regular school day. Clubs and classes have included activities like running club, chess, cooking class, karate, etc.

Band/Orchestra: Students in 5th grade also have the unique opportunity of beginning instruction with instrumental music. Students can seek to learn about band instruments such as the flute, clarinet, saxophone, trumpet, trombone, baritone and percussion (bells and drums). Meanwhile, students can also seek to play orchestral instruments such as the violin, viola, cello and bass. No prior experience is required! More information can be found here: [Band/Orchestra Info Page](#)

Expectations

Philosophy

Our Mission: As a collaborative Mount Carbon community, we inspire all children to embrace learning. Together we create a strong academic, social and emotional foundation; ensuring every child will be prepared for his or her future.

Our Focus:

- To create a positive school climate & culture
- To support the direct instruction of [SEL](#)
- To ensure students have access to tiered SEL supports
- To use data-based decision making to guide our work

General School Behavioral Guidelines

Positive Behavioral Intervention and Supports (PBIS) is a process to create a safe, positive, and productive learning environment for all children. At Mount Carbon, Miners learn **GOLD** expectations! We use the following matrix to define and reinforce those behaviors:

	Outside	Library	Hallway	Bathroom	Cafeteria	Classroom
G ive Empathy	-Do you need a minute, a teacher, or a friend? -Good sportsmanship -Take turns	-Treat books and technology with care -Appropriate volume and kind words	-Hands to self, not on artwork and bulletin boards -Appropriate volume and kind words	-Privacy and personal space -Appropriate volume and kind words	-Clean up area -Lights off voices off -Appropriate volume and kind words	-Active listening, body basics -Disagree respectfully -Appropriate volume and kind/encouraging words
O wn Actions	-Peace Path -Appropriate language and actions when upset -Restore conflict	-Charged Chromebook -Return library books	-Quick and quiet transitions	-Quick and quiet transitions	-Peace Path -Quick and quiet transitions	-Peace Path -Embrace mistakes -Have a plan for success -Positive self-talk -Appropriate language and actions when upset
L ead with Flexibility	-Include anyone who wants to play -Try new activities -Compromise -Accept feedback and try a new strategy	-Share all materials -Compromise -Accept feedback and try a new strategy	-Accept feedback and try a new strategy	-Use bathroom during non-teaching times	-Sit with new people -Lunch menu can change -Include everyone	-Group work with all voices -Read the Room -Compromise -Accept feedback and try a new strategy
D emonstrate Safety	-Hands and feet to self -Stay with the group -Appropriate with materials	-Hands and feet to self -Stay with the group -Walking feet	-Hands and feet to self -Stay with the group -Walking feet	-Hands and feet to self -Appropriate with materials -Walking feet	-Hands and feet to self -Stay with the group -Walking feet	-Hands and feet to self -Appropriate with materials -Walking feet

Positive feedback occurs in classrooms and throughout the building to let students know that we see how amazing they are and how hard they are working every day to model these behavior expectations! Why is it so important to focus on teaching positive social behaviors?

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students

for following them is a much more positive approach than waiting for misbehavior to occur before responding. **The purpose of school-wide PBIS is to establish a climate in which appropriate, positive behavior is the norm.**

Social Media

As more students begin using smart phones, group chats and social media, it's imperative that we help them build safe, respectful habits early. **The guidance and supervision from caregivers and families is a vital component of ensuring elementary students understand the importance of responsible and accountable use.** We will support and collaborate with families to help them develop healthy, developmentally appropriate expectations; however, unless there is a direct connection to school safety, engagement or learning, we will limit our involvement with any student conflict that arises from technology use outside of school on personal devices.

Below are some helpful tips for families when it comes to safe, thoughtful and healthy cell phone use:

- **Keep phones in shared spaces:** encourage (or require) phone use in common areas like the kitchen or living room. Avoid phones in bedrooms overnight – this is when many group chat issues arise.
- **Stay involved in group chats:** check in regularly *with* your child. Ask what's happening in chats and how they're feeling about it. Encourage (or require) them to leave conversations that don't feel respectful.
- **Be cautious with social media:** most platforms are NOT designed for elementary-aged students. Keep accounts private and have access to login information. Limit or turn off direct messaging.
- **Use parental controls as a support tool:** screen time limits and app restrictions can help, but they don't replace ongoing conversations and supervision.
- **Set clear expectations early:** talk with your child about which apps are allowed, when phones can be used (not during homework, meals, or bedtime, for example), and what respectful communication looks like. Framing this as a learning responsibility helps kids understand the "why."

Consider implementing a written agreement to serve as an ongoing guide: [Family Technology Contract Example](#)

Cell Phone & Smart Device Usage

Students are not allowed to use cell phones or smart devices during school hours. A cell phone brought to school must be turned off and left in a backpack before entering the building. If a student has a cell phone turned on or is using a cell phone, it will be taken and held until a parent comes to pick it up at school. In alignment with the recent policy update on student use of personal technology ([Jeffco's policy update](#)), **the same expectations are to be used for all smart devices that are capable of being used for communication.**

In case of an emergency the office staff can pass along messages to your children. To minimize interruptions to your child's education, please work out after-school details before students leave in the morning.

Jefferson County Schools Conduct Code

District policies are in place to promote high standards of behavior, which our personnel are required to enforce. The district provides an electronic copy of discipline policies for each family to access. A link to the district's conduct code can be found on our website at www.mountcarbonelementary.com.

When a disciplinary incident occurs requiring intervention of the school administration or designees, a disciplinary information file is created. According to state law and district policy, any teacher or counselor who directly works with your child is entitled to see his or her disciplinary information file. The accuracy of the information in a discipline file may be challenged by the student and parent/guardian. The student has the right to provide a written response regarding a disciplinary incident, which will be added to his or her file.

Because our students range from ages 3 - 11, we recognize that the majority of behavioral and disciplinary situations align with what we would expect from students at this point in their development. However, we also have clear

protocols and practices that we follow whenever the following behaviors occur:

- Verbal or physical threats
- Self-harm
- Suicidal ideation
- Possession of any type of weapon
- Harm to others*

Each incident is taken seriously, investigated fully and documented. Administration, along with the school's mental health support team, follow steps to ensure safety and security, assess the level of concern/threat, address concerns, communicate clearly with those involved and utilize district resources. Should a student make a threat, a threat screener will be given. This helps us determine the next steps. These assessments are reviewed by a district team as well.

*Ensuring a safe, consistent learning environment is paramount. With that in mind, there may be instances where students are evacuated from a classroom. This is typically rare and ideally, we are able to escort the student(s) who are being disruptive and/or unsafe out of the environment instead of the whole class. Ultimately, administration and staff will evaluate the situation and make the appropriate and safest decisions given the circumstances. If an evacuation occurs, students quickly relocate and continue learning. In such a situation, students will return to their classroom/learning environment as soon as the safety concern has been addressed and the environment is ready for students to continue learning.

Promoting Safety through High Standards of Behavior

Mount Carbon aligns expectations and protocols with the district's high standards. The [Jeffco Public Schools Student & Family Handbook](#) provides relevant and updated guidelines and information for families and students. Included in the handbook are the following topics:

- Student Health
- Student Rights & Responsibilities
- Student Conduct
- Student Accountability
- Student Safety
- Student Opportunities & Family Connections
- Food & Nutrition Services

Safe2Tell®

Jefferson County School District participates in the Safe2Tell® program. **Safe2Tell®** is designed to help YOU anonymously report any threatening behavior that endangers you, your friends, your family or your community. Safe2Tell's mission is "to ensure that every Colorado student, parent, teacher and community member has access to a safe and anonymous way to report any concerns to their safety or the safety of others, with a focus on early intervention and prevention through awareness and education.

Safe2Tell® reports are investigated by school officials and law enforcement.

www.safe2tell.org
1.877.542.SAFE (7233)

Restorative Practices

Restorative Practice is a term used to describe a relationship-oriented approach (rather than punishment-oriented) to resolving issues that arise in school. The five Rs of Restorative Practice are relationship, respect, responsibility, repair, and reintegration.

Proactive Circles– At Mount Carbon, proactive circles, sometimes referred to as morning meetings, happen weekly or daily in our classrooms to create a positive classroom culture and build connection and belonging.

Responsive Circles– A Miner might participate in a responsive circle if the teacher wants to hear everyone’s voice around specific classroom incidents or discuss a change in the community (new student or a student’s last day).

Informal Conferences– Informal conferences are used with an additional support person, sometimes the principal, social emotional learning specialist, etc. to talk to an individual or small group about an issue. The following four questions (What happened? Who did it affect? What might you have done differently? What is a solution so it doesn’t happen again?) are used to reflect on effects of the behavior.

Second Step

Social emotional learning is taught in all Mt. Carbon classrooms using the *Second Step* curriculum. The lessons provide instruction in social and emotional learning with units on skills for learning, empathy, emotion management, friendship skills, and problem solving. *Second Step* uses four key strategies to reinforce skill development: brain builder games, weekly theme activities, reinforcing activities, and home links.

Attendance Guidelines

The importance of regular, daily school attendance as a basis for academic achievement cannot be overemphasized. Subsequently, attendance is the responsibility of the student, the family and the school. Colorado law (C.R.S. 22-33-104) requires that every child who has obtained the age of six years on or before August 1 of each year and is under the age of 17 years attend school for a minimum number of hours per year.

It is the family’s responsibility to ensure their student attends school and to notify the school when their student is absent for a legitimate reason, such as an illness or family emergency. Each family should also ensure their student’s school has their correct contact information so that the school can communicate about any attendance issues that may arise.

Students of the compulsory age (6 to 17 years) who miss 10% or more school days (excused or unexcused) are considered chronically absent. At Mount Carbon, students who are considered chronically absent will be brought to the attention of the principal. We must follow state law and district policies for students at risk of being chronically absent and may be required to report to the district truancy office, for potential legal action.

Students are responsible to attend school on all days of the established school calendar as approved by the Board of Education and in compliance with the Colorado School Attendance Law, appear in class on time and prepared, arrange makeup work, establish makeup work due date and complete it on time.

Parents are responsible to communicate with their children the importance of regular, on-time attendance at school; recognize any absence/tardy has possible detrimental influence on student achievement; contact the school regarding absences and makeup work; monitor makeup work; attend and participate in school attendance conferences; recognize attendance is a collaboration between home and school.

Absences

Excused absences: An absence from school is considered excused if it is reported by the parent/guardian for any of the following reasons: illness, injury, legal obligations, medical procedures, religious observations and extenuating circumstances determined excused by the principal. **NOT included here is vacation or “family time.”**

Unexcused absences: An absence is considered unexcused if no explanation is given from a parent/guardian or the reason given is not defined as “excused” above. If you report a student absent but do not voice a reason for the absence, the absence will be unexcused.

How to notify the school of an absence: Report the absence using the Parent Absence Request Tool in Infinite Campus or call the attendance line (303.982.7890, avail. 24 hrs.) each day of any absence and provide ALL the information requested on the recording. **Notifying a teacher does not qualify as an official notification.**

Tardies

Tardiness is disruptive to the teacher and students, and key instruction is missed. Students arriving to their classroom after the tardy bell are marked tardy. Students arriving after pod doors are closed **MUST** check in at the office. When tardies accumulate, a letter is sent home. For additional information, please refer to the following district policies:

- [District Policy JH, Student Absences & Excuses](#)
- [District Policy JHB, Truancy](#)

School Grounds Before, During, and After School

Arriving at and Leaving School

Supervision on our school grounds begins at 7:35am and ends at 2:45pm. The pod doors open at 7:35 am. School starts at 7:45am. The bell at 7:45am is the “tardy bell.” Students should arrive no earlier than 7:35am unless they are arriving for breakfast (breakfast is served from 7:25am to 7:40am). Students are dismissed at 2:35pm and should be off of school grounds by 2:45pm unless they are being directly supervised by a parent/adult who has accepted responsibility to ensure they arrive home safe. **Supervision is not provided before or after these times.**

Before School: School grounds are not opened or supervised in the morning before the start of school. Students are not permitted on the playground or to play in other outside areas of the school (regardless if parents/guardians are present to supervise). Students should report to pod entrances before 7:45. Mount Carbon does have a before and aftercare program, SAE (School Aged Enrichment), which may utilize school grounds prior to the start of school.

During School: School grounds are only open to students attending Mount Carbon during school hours. Students may access and use the school grounds when supervised and/or directed by Mount Carbon staff.

After School: We value open communication and connection with our families and will be available for brief check-ins and conversations after school. From **2:35 to 2:45pm**, our staff will be outside the pods and school building. This is a great time to say hello, check in if needed, or connect with other families. While we're happy to have brief conversations, please schedule a separate meeting if you have a significant concern or need to have a private discussion. Please note that student supervision ends at 2:45pm. After this time, students must be with a parent, guardian, or another trusted adult. At 2:45pm, staff will head inside for planning, professional learning, and other school responsibilities.

Playground, Field, and other Outside Grounds After School: Students and parents/guardians are welcome to play on the north playground after school with guidelines.

- 1) Students are only allowed to play on the north playground after school if they are being directly supervised by a parent/guardian. Students are not permitted to be playing on the playground while waiting to be picked up. The parent/guardian needs to be visibly present and outside with the student(s) they are responsible for supervising/taking home.
- 2) Parents/Guardians are responsible for supervising and supporting safe behavior and play for their student(s). The school shifts responsibility back to the parents/guardians once students have been picked up at dismissal. Should a conflict or issue arise during play, parents are expected to respectfully address the concern with each other.
- 3) If students engage in negative behaviors that do not align with Mount Carbon's or Jeffco's Code of Conduct, they may lose the privilege of playground use after school.
- 4) Outside organizations who complete Building Usage may use the school grounds under the guidelines approved on the Building Usage form.
- 5) School building bathrooms, drinking fountains, etc will not be open to families/community after 2:45p.

Drop-Off, Pick-Up and Parking Procedures

It is one of our top priorities at Mount Carbon to keep all children safe while coming to and from school each day. Please review these written procedures.

- ◆ Students in grades K– 5 will enter the building through either the Marigold or Green pod doors beginning at 7:35am. Full Day preschool students enter through their teacher's classroom door at 8:00 am. Half Day AM preschool students enter through their teacher's classroom door at 7:45am and Half day PM preschool students enter through their teacher's classroom at 11:30am.
- ◆ To keep the flow of traffic moving, do not park or idle in the Hug and Go Zones. Enter the hug and go zone only when your student is ready to be dropped off.
- ◆ Children and adults should only cross streets in the designated crosswalks.
- ◆ Crosswalks - no vehicle shall be within 20 feet of any crosswalk.
- ◆ These procedures require everyone's cooperation to run smoothly. Consider yourself a role model by following and showing support for our procedures.

Bicycle Guidelines

Parents must decide if their child is responsible enough to ride his/her bike to school. Parents should review vehicle traffic laws, rules of common courtesy and the school bicycle policy prior to granting permission to ride to school; provide a lock and discuss how to use it; and require children to wear helmets. Permitting a student to use a bike and the duty to see that he or she complies with this policy and basic safety rules relating to bike use is the responsibility of the student and his or her parents.

Students must walk bikes while on school grounds and lock their bike in the bike rack upon arriving at school. Bikes must remain in the bike rack until dismissal.

The school district is not responsible to prevent any student from coming to or leaving school on a bike or for the safety of students when they are not on school grounds. It is the student's responsibility to lock bikes/equipment appropriately. The school assumes no liability for lost, damaged, or stolen bicycles.

Over the past few years, schools across Jeffco have seen a significant increase in the number of students riding electric bikes and scooters to school. While many students use these devices responsibly, we have also experienced growing safety concerns, including unsafe riding behaviors, misuse of motorized transportation devices on sidewalks and pathways, and damage to district property, including turf fields and landscaped areas. In some cases, repairs have cost thousands of dollars. E-bikes and scooters have a significant risk of injury. For more information, please reference [this article](#) from the University of Colorado Anschutz.

Students are expected to:

- Ride responsibly and follow traffic laws
- Yield to pedestrians
- Stay off turf fields, tracks, playgrounds, and landscaped areas
- Ride only in approved areas
- Wear helmets and prioritize safety

Failure to follow these guidelines could result in consequences for unsafe riding and/or property damage.

Regarding Pets on School Grounds

Due to the unpredictability of animals' behavior around children and the number of students we have with allergies, we strongly encourage you to NOT bring family pets to school. Many families enjoy walking their dogs to and from school. Because dogs can be unpredictable, we ask that you do not bring them onto school grounds during the school day. This includes both in and outside of our building. Thank you for cooperating to ensure safety for everyone and choosing to enjoy a walk with your dog after school is dismissed and students have completely left school grounds.

Use of Tobacco

Notice of enactment of Colorado law - C.R. S., Section 25-14-103.5 (3) (a) (II)

Effective July 1, 1999, all Colorado public schools, K-12 are required, under Colorado law, to prohibit tobacco use on all school property, including building interiors and grounds, and at all school-sponsored activities. This applies to students, teachers, staff, and visitors.

Notes from the office

Safety Expectations for Parents and other Non-Staff Visitors Coming to Mount Carbon

For safety reasons, all visitors to the school must enter through the main doors, sign in in the office and wear a visitor's sticker. Upon leaving, all visitors must also SIGN OUT.

Quick Stops

We realize sometimes children forget items at home, however, bringing children these items may cause a pattern of dependency on parents to "rescue" them. We encourage students at Mount Carbon to be organized and learn through natural consequences so we discourage parents from "rescuing" their child too often. If you must bring a forgotten item, it can be dropped off in the main entry vestibule, and it will be delivered to your student internally. If you need to communicate with your child during the day, we will pass along a message so the classroom environment is not disrupted by parent visits or phone calls. Due to security-related efforts to minimize movement of non-staff individuals through the building and to minimize class disruptions, we ask that you plan ahead with your student each evening to ensure he/she has everything they need for the next school day.

Volunteering

We value your time spent volunteering at Mount Carbon. Due to safety and confidentiality guidelines, all volunteers **MUST** complete [Volunteer Confidentiality Agreement](#) and the district's [Volunteer Risk Waiver](#) each school year prior to volunteering. This includes anyone volunteering in the school or going on field trips. Again, due to safety and confidentiality guidelines, if you do not complete the required forms, you may not volunteer in the classroom.

Visiting the Classroom

Since each grade level's schedule is different, coordinate with the teacher to schedule your visit when it will be most meaningful.

Visiting the Building

We are excited about the learning and growth occurring daily in our building and want others to experience the connection and joy in our school community. We also recognize that students need to foster independence via academic, behavioral, emotional and social learning opportunities. Our instruction is outstanding AND we recognize that a great amount of learning occurs during recess, lunch and other non-academic activities. **We ask parents, family and friends to consider the impact of visiting during these important times. Limiting visits to special occasions (birthdays, out of town visitors, etc.) helps ensure students gain a fully rounded experience.**

Student Checkout and Dismissal of Students

No student is to leave the school grounds on their own for any reason during the school day. If you want to take your child out of school during the course of the school day, all parents/guardians **MUST** show a picture ID to the front office each time a student is picked up. Students will only be released to those adults listed as Emergency Contacts in the student's Infinite Campus account. Please be sure to keep your Infinite Campus account up to date. These procedures will be followed by office staff at all times. Students will be called out of class by office staff once adults arrive and proper ID is presented.

Communications from the School and Parent Responsibility

We will use email and our school website for communications with our students and their families, methods both efficient and cost-effective. It is expected parents will keep tabs on school needs and events by regularly checking email and our website. You can find most anything you need on our site: contact information, forms, calendars, lunch menus, etc.

School Newsletter: The *Carbon Copy*, our monthly newsletter, will be distributed via email and posted on our website. We highly encourage you to read it to stay informed about important school events and news.

Message from the Principal: Weekly messages from building administration will come out each Sunday with other updates from the main office.

Please keep your Infinite Campus contact information updated.

Communication and Principal Meetings

We understand sometimes issues arise at school. Our children benefit when these problems and mistakes are corrected through the cooperative effort of the parents and school personnel. We consider it a privilege and obligation to give you accurate information. When you have a question or problem, our policy is to first bring ANY problem to the attention of the teacher/staff member. If you have a concern about a teacher or staff member, we kindly ask that you first discuss any concerns with the teacher or staff member directly. If you then feel the need to meet with the principal, please contact the front office to schedule a time. This process has proven to allow us to address your concerns more effectively and thoroughly.

Inclement Weather, Morning Arrival and Recess

Normal arrival procedures will be followed during inclement weather. Students in grades K – 5 will enter the building through the end pod doors beginning at 7:35am. **Students should not enter through the front door of the building.**

Students are expected to come to school dressed appropriately for the weather. Temperature below 20 degrees, wind chill which lowers the temperature below 20 degrees, and/or precipitation in which children would become very wet in a 10-minute time frame are criteria used by school staff to determine shortened or indoor recesses.

School Closures and Delayed Start

Any Jefferson County school closures or 2 hour delayed starts will be broadcast over local news stations and communicated to families through our SchoolMessenger system via email, text messaging and/or phone. (Please keep your information in JeffcoConnect up to date at all times to ensure you receive these notifications). You can also check the district's [website](#) and social media channels for closures and delayed starts. Detailed information on the district's closure and delayed start policy can be accessed on the district's site at <https://www.jeffcopublicschools.org/about/calendars/closures>. There will be no AM Half Day Preschool or breakfast service on delayed start days.

Cafeteria/Meal Accounts

Standard meals and a la carte items like Smart Snacks, extra servings of entrees, fruits or vegetables are offered daily. Breakfast and lunch are served at no cost to all students. You may put money in your student's lunch account for extra servings or a la carte items with cash, check, or credit card online through [SchoolCafe.com](https://www.schoolcafe.com). If you use cash or check, please send it to school in a sealed envelope with the child's name, teacher and lunch account money on the outside. We welcome families to join their student(s) for lunch on special occasions throughout the school year. Notify your child's teacher or cafeteria manager in the morning if you intend to eat a school lunch so we can include you.

Students are not allowed to purchase a la carte items (extra entrees, snacks, ice cream, etc.) when their meal account has no balance.

Smart Snacks

We have a Snack Cart for grades K-5 and sell snacks to students after they have eaten lunch. These snacks meet all Federal regulations regarding nutritional standards. If you would like to limit your student's a la carte purchases, submit an [A la carte Restriction Form](#) to the cafeteria manager.

Students are expected to eat their own lunch and buy their own snacks. Because of various concerns, students are not allowed to share food, provide money to other students, or buy students items from our lunch program (including the snack cart). Students may purchase snacks from the snack cart to eat in the cafeteria.

Parents may access the [Food & Nutrition Service web page](#) for further information.

School Health Room Procedures

The health technician is NOT a registered nurse and is only on duty during school hours. When the technician is not in the school health room, the staffing of the health room is shared by office personnel who are authorized to give only minimal first aid. Therefore, it is imperative that emergency contact information in Infinite Campus be accurate and complete.

When students become ill at school, they will be sent to the health room for assessment and the health technician will contact parents if pickup is warranted. **Per the cell phone and smart device usage rules, students should not be using smart devices to request parent pickup.**

Keep children at home when they are ill, throwing up or have a temperature over 100 degrees. Please inform us of any contagious disease your child has encountered so we may better monitor the types and frequencies of illness. Students will not automatically be allowed to call parents if they come to the health room. The parents will only be called if the health room staff deems it necessary. Students who are throwing up or have a temperature that exceeds 100 degrees will be expected to be picked up by a parent/guardian.

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. We encourage you to have children take medicine before and after school if possible. If the school personnel are asked to assist the student in taking medications, the following procedures must be followed:

- A medication agreement form must be completed and on file for ALL medication.
- Prescription medicine must be in the pharmacy-labeled container and the label must include the child's name, drug name, dosage, and time to be given.
- Non-prescription medication must be in original packaging and not expired.
- All medication requires a physician's written order and signature.

Please contact office personnel for the complete medication policy and medication agreement forms.

The health aide will conduct vision and hearing screenings for students in grades K, 1, 2, 3, and 5 in the fall. Parents will be notified if screenings indicate a need for further tests.

Immunization Law

Colorado State Law requires any student attending a Colorado elementary school to have been immunized against polio, tetanus, diphtheria, pertussis, red measles, rubella, mumps, hepatitis B, and varicella. All of our students must comply with the Colorado Immunization Law within 14 days of enrollment. Students who do not comply will be excluded from attending school. Exemptions are permitted on religious grounds, personal objections, or health reasons. For exemption forms or additional information contact the school health aide.

School Celebrations

Parties planned by parents are held to celebrate Halloween, Winter holidays, and Valentine's Day. If you do not wish your child to participate in a party, let the teacher know. The district's Wellness Policy, based on federal requirements, requires that at least half of the food offered at School Celebrations must be "healthier" food options.

Birthday Celebrations

Birthday parties and treats at school are not permitted due to the district's Wellness Policy. Your child's birthday is recognized by both the Principal and their teacher.

Lost and Found

Please label all of your child's belongings with their name. Unclaimed clothing is donated to a local charity at the end of each trimester. To avoid lost or damaged items, we encourage students to leave personal belongings at home. While we do our best to help, the school is not responsible for lost items.

Our **Lost and Found** is located next to the gym. If you're looking for smaller items, please check in the office.